



## ISO 14001 Internal Auditing (81905)

*This 14-hour course provides the concepts of ISO 14001 and helps participants obtain the knowledge and skills that are needed to interpret the requirements of the ISO 14001 standard, to conduct a successful internal audit of an environmental management system (EMS) and to produce audit findings.*

### Topics To Be Covered

- Introduce key elements of ISO 14001
- Introduce environmental legislation
- Introduce audit principles, procedures and skills
- Initiate and prepare an ISO 14001 audit
- Carry out an audit, produce audit report and recommend corrective action
- Carry out workshops
- Carry out quiz

### Learning Outcomes

- Learn how to use ISO 14001 to conduct an internal EMS audit
- Know how to identify areas that need improvements
- Know how to lead and manage the entire audit process, from planning through reporting the results

### Who Should Attend

- This course is ideal for individuals who are involved in their organisations audits or who want to learn how to interpret the ISO 14001 requirements.

### Course Date & Time

- 14 hours – 8 & 9 Dec 2014 (10:00 to 17:00).

### Course Fee

- HK\$ 2,160 (Subject to a maximum discount of 20%)\*  
\* Early Bird Discount – 5% if you register 3 weeks before the commencement of course.  
Group Discount – 5% for 2 or more applicants from the same organisation enrolled for the same course.  
BEC Membership Discount: **Council Members: 10%; Corporate or General or Affiliate Members: 5%**

### Tutor

- **Ms Sze Wan Yuen**  
Specialist – Environmental Management  
*IEMA Registered EMS Auditor*  
She has over ten years of experience in providing consultancy, conducting researches and related services in EMS, waste management and sustainable development in various industrial sectors. She is a registered IEMA EMS Auditor and provides EMS related trainings to corporates and schools.

### Medium of Instruction

- Cantonese supplemented with English.

### Certification

- A Certificate of Attendance is awarded to each attendee who successfully completes the course (100% attendance is required).

## Venue

- Business Environment Council Limited 商界環保協會有限公司, 2/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong (close to Kowloon Tong MTR Station Exit C1).

## Application Deadline

- Enrolment deadline is 5 working days before the course commencement date. Late enrolment will be accommodated subject to seat availability.

## Application Form

- Click [here](#) to download the Application Form

## Terms & Conditions

- Duly completed application form accompanied by payment will be considered for admission;
- Course fee is non-refundable, non-transferable and should be received by BEC IEE no later than 5 working days before the commencement of the course;
- For Early Bird Discount, course fee should be received by BEC IEE no later than 3 weeks before the commencement of the course. For Group Discount, course fee should be received by BEC IEE in a single transaction;
- Admission is made on a first-come-first-served basis;
- Successful applicants will be notified no later than 3 working days before the commencement of the course;
- Unsuccessful applicants will be given refund of course fees if they have already paid;
- The course will be cancelled with full refund when the typhoon signal no.8 or above, or black storm warning is hoisted 3 hours before the course commences;
- An official e-receipt will be distributed through email to the participant upon the completion of the course;
- BEC reserves the right not to conduct the course if the applications are below the required minimum number of participants, and course fees received will be refunded. All decisions made by BEC on matters related to the courses are final;
- Personal data including contact information will be used by BEC for its communications and direct marketing purpose, including newsletters and promotions of events, training courses and other activities. If you do not wish to receive any further promotional materials from BEC, please send an email to us at [unsubscribe@bec.org.hk](mailto:unsubscribe@bec.org.hk); &
- Information provided will be kept strictly confidential and will not be sold, reused, rented, loaned, or otherwise disclosed to third party.

## About Business Environment Council Limited 商界環保協會有限公司 (BEC)

Business Environment Council Limited 商界環保協會有限公司 (BEC) is an independent, non-profit membership organisation, established by the business sector in Hong Kong. Since its establishment in 1992, BEC has been at the forefront of promoting environmental excellence by advocating the uptake of clean technologies and practices which reduce waste, conserve resources, prevent pollution and improve corporate environmental and social responsibility. BEC offers sustainable solutions and professional services covering advisory, research, assessment, training and award programs for government, business and the community, thus enabling environmental protection and contributing to the transition to a low carbon economy. For more information in BEC, please visit [www.bec.org.hk](http://www.bec.org.hk).

## About BEC Institute of Environmental Education (BEC IEE)

BEC IEE, a division of BEC, provides a platform for companies and individuals, particularly executive and decision makers, to advance their knowledge and develop the expertise necessary for environmental decision-making. BEC IEE also facilitates professional development by promoting quality environmental education through the various environmental education programmes locally and internationally.

*For further enquiries or assistance, please contact BEC IEE:*

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